

State of Michigan  
Administrative Guide to State Government

**1520.03 Unit Clarification Procedures**

Issued: January 1, 1994  
Revised: April 23, 2012

**SUBJECT:** Unit Clarification Procedures.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To assure consistency and to avoid unnecessary delays when moving positions into or out of exclusively represented bargaining units.

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
Office of the State Employer (OSE)

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**SUMMARY:** This section specifies the procedure for seeking review and designation of specific positions as excluded from, or eligible for, exclusive representation in accordance with Civil Service Commission Rule 6-6.4.

**APPLICABLE FORMS:** CS-214 Position Description  
CS-129

**PROCEDURES:**

Requesting Department:

- Identifies positions which are believed to be inappropriately designated as included or excluded (managerial, supervisory or confidential). These terms are defined in Chapter 9 of the Rules of the Civil Service Commission.
- Sends Position Description (CS-214) and other documents which support the proposed action to OSE:
  - To request excluding a position as confidential, forwards the CS-214 for the position(s) in question, as well as that of the position's supervisor.
  - To request an exclusion as managerial or supervisory, sends the CS-214 for the position(s) in question.
- Organizational charts reflecting the reporting relationship for the position(s) should be sent with any request.

OSE:

- Reviews documentation. Obtains clarification from the department if necessary.
- If documentation supports the requested action, gives written notification to the department, affected employee(s) and exclusive representative.
- If the exclusive representative agreed, authorizes the department to make class code and unit designation code changes and to notify the employee(s).
- If the exclusive representative does not agree, the exclusive representative may file a petition for review with the State Personnel Director.

Requesting Department:

- If the exclusive representative agrees with the request, sends a copy of the OSE authorization to Civil Service with a CS-129 for class code changes and unit designation code changes with a copy to the exclusive representative.
- If exclusive representative does not agree, the position retains the original designation pending the State Personnel Director's decision.

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